

Funding Opportunity Announcement (FOA)



U.S. ARMY ENVIRONMENTAL COMMAND
FORT SAM HOUSTON
TEXAS

CULTURAL RESOURCES
PROGRAM ASSISTANCE ANNOUNCEMENT
(PAA)

Funding Opportunity Number: W81XWH-PAA-12-1

DECEMBER 2011

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I. OVERVIEW OF THE FUNDING OPPORTUNITY

A. Overview Content

A.1. Federal Agency Name: Department of Defense (U.S. Army Environmental Command)

A.2. Funding Opportunity Title: U.S. Army Environmental Command Program Assistance Announcement for Cultural Resources Programs

A.3. Announcement Type: Program Assistance Announcement (PAA)

A.4. Funding Opportunity Number: W81XWH-PAA-12-1

NOTICE: Applications submitted in response to this Funding Opportunity Announcement (FOA) for Federal assistance must be submitted electronically through Grants.gov (<http://www.grants.gov>) using the SF424 Research and Related (R&R) forms and the SF424 (R&R) Application Guide. **Applications may not be submitted in paper format.**

This FOA must be read in conjunction with the application guidelines in [Grants.gov/Apply for Grants](http://Grants.gov/Apply_for_Grants) (hereafter called Grants.gov/Apply).

A registration process is necessary before submission and applicants are highly encouraged to start the process early to allow for system problems.

A compatible version of [Adobe Reader](#) is required for download. For assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://grants.gov/CustomerSupport>.

A.5. Catalog of Federal Domestic Assistance (CFDA) Number: 12.420

A.6. Dates: Release/Posted Date: December 13, 2011
Opening Date: December 13, 2011
Closing Date: January 30, 2015

Note: This is a continuously open announcement. Proposals may be submitted and will be evaluated at any time throughout the year. The PAA will be revised as needed and amendments of this announcement will be advertised on the United States Army Medical Research Acquisition Activity (USAMRAA) website (www.usamraa.army.mil) and on www.grants.gov.

B. Additional Overview Content

The U.S. ARMY ENVIRONMENTAL COMMAND (USAEC) is a Direct Reporting Unit under the Installation Management Command (IMCOM) located at Fort Sam Houston, TX whose mission is to lead and execute environmental programs and provide environmental expertise that enables Army training, operations, acquisition, and sustainable military communities to Army Headquarters, IMCOM Regions, and Installations. The USAEC has developed Cooperative Agreements, as defined in 10 USC 2684, to obtain assistance in achieving clearly identified public purposes associated with stewardship of the Nation's cultural resources entrusted to the United States Army's and other Military Services' care. **All elements of the Department of Defense are encouraged to use these Cooperative Agreements.**

The Army's mission is to train and equip soldiers and maintain readiness to provide for the defense of the Nation. To accomplish that mission; it uses, occupies, and controls installations and associated facilities across the Nation. Army facilities are rich in cultural resources such as archeological sites, archeological artifacts, Native American sacred sites, and historic buildings, structures, and districts. Army cultural resources are a significant and valuable part of the heritage of both the Army and the Nation. Both Congress and the Executive Branch have clearly established a public policy directing Federal preservation of these resources.

The Army is committed to effective, long-term, and sound stewardship of the cultural resources entrusted to its care. The Army, in recognition of its growing inventory of cultural resources and limited fiscal resources, intends to accomplish these established public purposes by providing for the stewardship of its cultural resources through development of progressive and efficient strategies for management of these resources. To meet this challenge, the Army recognizes the value of involving stakeholders, and, in particular, the establishment of cooperative agreements in the management of its cultural resources with those stakeholder organizations having an interest in assisting the Army's management efforts. Cooperative Agreements with federally recognized Indian tribes interested in providing cultural resources support to the Army are encouraged and will enhance the existing government-to-government relationship and tribal capacities to manage cultural tribal trust resources.

This PAA is intended to solicit proposals for Cultural Resource Support Cooperative Agreements on a worldwide (OCONUS), National (CONUS), Regional, or State-by-State basis. Army installations, IMCOM headquarters and regions, and Army headquarters can engage cooperating organizations to provide cultural resources technical assistance. **This Program Announcement is not restricted to the U.S. Army. Other DoD service components may utilize this Announcement and, as such, all references to U.S. Army and Army Regulations should be interpreted to reference the applicable service regulation.**

Proposals are sought from public and private educational institutions, museums, federally recognized Indian tribes, private nonprofit organizations, state and local governments, and private industry. Any of the above listed organizations can apply to provide all or any part of the needed cultural resources support. Joint ventures between two or more organizations can be used as a means to enhance support potential.

This announcement provides a general description of the Command's programs, including areas of interest; general information; the evaluation and selection criteria; and proposal/application preparation instructions and formats.

The supporting contracting office, USAMRAA, under the U.S. Army Medical Research and Materiel Command (USAMRMC), will process proposal/applications selected for funding. The Grants/Contracting Officers at USAMRAA are the only individuals authorized to commit funds and bind the Government for awards to be funded under this announcement.

II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

A. Funding Opportunity Description – Cultural Resource Support Four (4) Areas of Interest

CULTURAL RESOURCE SUPPORT

NOTE: This Program Announcement is not restricted to the U.S. Army. Other DoD service components may utilize this Announcement and, as such, all references to U.S. Army and Army Regulations should be interpreted to reference the applicable service regulation.

A.1. Curation Support for Army Archeological Collections

The U.S. Army owns, controls, or leases over 16 million acres of land for its mission needs. In order to comply with federal cultural resources management requirements the Army has carried out many archeological excavations on installations throughout the United States. These projects have recovered approximately 62,000 cubic feet of archeological artifacts that are the property and responsibility of the Army. Approximately 5,500 cubic feet of these collections require upgrading. The Army has a need to curate these collections and associated documents in accordance with 36 CFR 79. In order to meet these needs, the Army is seeking to enter into cooperative agreement partnerships with organizations that can provide support for the curation of these artifacts, which are part of the National heritage. The curation facility must meet the standards set forth in 36 CFR 79 for curation.

A.2. Development of Army Integrated Cultural Resources Management Plans (ICRMPs) and Historic Properties Components to the ICRMP under the Army Alternate Procedures

Army installations are required to develop and regularly update an ICRMP in accordance with Army Regulations (AR) and guidance. Guidelines for preparation of ICRMPs can be found on the USAEC Web site in the Cultural Resources section: <http://aec.army.mil>. To assist in managing the lands held by the Army in public trust, the Army is seeking support for the development of ICRMPs from cooperative agreement partners. Staff preparing ICRMPs must meet federal professional standards found in 36 CFR 61, Appendix A, as applicable. ICRMPs include the following components:

1. Executive Summary.
2. Introduction.
3. Statutes and Regulations.
4. A Planning Level Survey (PLS) to include a literature review, map and site file search, development of archeological sensitivity assessments or predictive models, installation historic contexts, summary of existing inventory and National Register (NR) eligibility data, and development of Geographical Information System (GIS) layers to support the PLS. The PLS should include sections on installation mission, local cultural chronology, and the physical and natural environment with reference to land use patterns.
5. Cultural Resources Inventory strategy with reference to the National Historic Preservation Act (NHPA) future Section 106 undertakings.

6. A Management Plan to include cultural resources requirements outlined in previous sections, external coordination and consultation, Standard Operating Procedures (SOPs), and required analyses.

Army installations may choose to comply with Section 106 of the National Historic Preservation Act through implementation of the Army Alternate Procedures in lieu of the regulations set forth at 36 CFR Part 800, Protection of Historic Properties. Installations adapt the National Historic Preservation Act section of their ICRMP into a “Historic Properties Component” (HPC) plan for certification under the Army Alternate Procedures. To assist in developing HPCs and to assist in the effective management of its historic properties, the Army is seeking support for the development of HPCs from cooperative agreement partners. The Army has prepared an “Army Alternate Procedures Installation Assistance Packet” that is available from the Army Environmental Command by calling the Army Environmental Hotline at 1-800-USA-3845. More specific guidance for preparation of an HPC can be found in the assistance packet and includes the following:

1. Introduction – including a description of the installation’s past and present missions, including information that describes the types of activities associated with each mission that might have an effect on historic properties.
2. Planning Level Survey – identifies the historic properties that are known, or may be expected to be present on the installation.
3. Categorized Undertakings – a summary of the categories of undertakings that the installation anticipates conducting over the five-year planning period.
4. Categorical Exclusions – a list of undertakings that are categorically excluded from review, developed in consultation with consulting parties.
5. Management Goals and Practices – establishes proactive consideration of preservation concerns carried out by management practices that are integrated into day-to-day installation activities to avoid adverse effects on historic properties.
6. Standard Operating Procedures – to be developed in close consultation with consulting parties, including State Historic Preservation Offices (SHPO), Tribal Historic Preservation Offices (THPO), Federally recognized Indian Tribes, and Native Hawaiian Organizations. The required SOPs include:
 - a. Identifying Undertakings and Defining Area of Potential Effects (APEs)
 - b. Identifying and Evaluation Historic Properties, and Assessing Effects
 - c. Applying Best Management Practices
 - d. Alternatives Review
 - e. Treatment of Adverse Effects
 - f. Documenting Acceptable Loss
 - g. Review and Monitoring
 - h. Obtaining Technical Assistance in HPC Implementation
 - i. Consultation for Inadvertent Discovery and for Emergency Actions
 - j. Applying Categorical Exclusions
 - k. National Historic Landmarks (if applicable)
 - l. Shared Public Data

A.3. Technical Support to Army for Cultural Resources Management Needs

The Army desires to enter into mutually beneficial partnerships through cooperative agreements to attain clearly identified public purposes associated with cultural resources stewardship, including, but not limited to:

1. Archaeological and Historic Building and Structure Planning Level Surveys;
2. Archaeological and Historic Building and Structure identification, inventories and reports;
3. Archaeological and Historic Building and Structure Evaluations of Eligibility for inclusion on the National Register of Historic Places and reports;
4. Archeological Data Recovery plans and projects;
5. Levels 1-3 HABS/HAER building and structure documentation;
6. Technical assistance formulating plans and studies for building and structure repair, renovation, rehabilitation, and restoration;
7. Assistance in preparing other documents for cultural resources management needs;
8. Preparation of documents and products for public information, education, and outreach;
9. Assistance with Native American cultural resource issues;
10. Survey and identification of Native American sacred sites and properties of traditional religious and cultural importance using archeological methods, historic documents, oral histories, and informant interviews.

In addition to the above, in order to enhance the cooperative agreement effort, the Army desires to develop partnerships with stakeholders who could benefit from day-to-day contact with the Army and could provide liaison(s) to support Army cultural resources management and provide technical expertise. Liaison positions could be part- or full-time. Principal duties would be:

- a. Develop a standard operating procedure for day-to-day working relationship between the cooperator liaison(s) and Army to address work product schedules, priorities, and requests.
- b. Support the Army cultural resources management program by providing expert technical information, regulatory compliance reviews, management plan reviews, project management, corporate data reviews and analyses, technical input into policy development and application, assistance in professional meetings and consultations, and other duties as assigned.
- c. Provide technical expertise in the cultural resources area including, but not limited to, regulatory affairs for National Historic Preservation Act, Native American Graves Protection and Repatriation Act, and other pertinent cultural resources statutes, regulations, and Executive Orders.

Individuals assigned to projects must meet federal professional standards found in 36 CFR 61, Appendix A.

A.4. Native American Consultation Support

The Army must comply with a variety of federal laws, regulations, Executive Orders (EO), and Presidential Memoranda concerning federally recognized Native American and Native Hawaiian groups. These include the Native American Graves Protection and Repatriation Act (NAGPRA), Archeological Resources Protection Act (ARPA), National Historic Preservation Act (NHPA) Section 101, American Indian Religious Freedom Act (AIRFA), Executive Order 13007- Indian Sacred Sites, and Presidential Memorandum, "Government to Government Relations with Native American Tribal Governments." In order to enhance the existing government-to-government relationship between federally-recognized Indian tribes and the Army, to increase tribal capacities to manage cultural tribal trust resources, and to gain support in the consultation process with federally recognized Indian tribes and Native Hawaiian organizations; the Army is interested in creating partnerships with stakeholders through cooperative agreements. Potential support areas include:

1. Consultation support under NAGPRA Section 5 on the inventory of human remains and associated funerary objects;
2. Consultation support under NAGPRA Section 6 on the summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony;
3. Consultation support under NAGPRA Section 7 for the repatriation of the above mentioned materials;
4. Consultation support under NAGPRA Section 3c for the discovery of above mentioned materials during the course of an intentional excavation;
5. Consultation support under NAGPRA Section 3d for the inadvertent discovery of above mentioned material during the course of normal installation activities;
6. Consultation support under EO 13007 for sacred sites;
7. Consultation support under NHPA for identification, evaluation, and treatment for properties of traditional religious and cultural importance;
8. Consultation support under ARPA for permit requests that may involve Indian religious or cultural sites and identification of sites of religious or cultural importance.

B. Award Information

B.1. Mechanisms of Support. The USAEC is establishing this program to support the Army through the award of cooperative agreements, as defined in 10 USC 2684, to accomplish their Cultural Resource needs. USAMRAA processes the proposals selected for funding.

Cooperative Agreement. Title 10 USC 2684 authorizes the Army to enter into cooperative agreement with States, local governments, or other entities for the preservation, maintenance, and improvement of cultural resources on military installations and for the conduct of research regarding cultural resources on installations.

Cooperative Agreements will be awarded as authorized by 10 USC 2684 and regulated by the Department of Defense Grant and Agreement Regulations (DODGAR), as needed. These regulations can be accessed via the following Internet site: <https://www.usamraa.army.mil>. **It is important to note that "for-profit" organizations shall not receive payment of fee or profit under cooperative agreements awarded. (Reference DODGAR 34.18)**

B.2. Funds Available and Anticipated Number of Awards: Funding has not been set aside specifically for this announcement and the number of awards is indeterminant. Selection of projects is based on the evaluation of the proposal/application, and the availability of funds.

B.3. Funding Limitations: The use of environmental funds for cultural resources activities is established in "Policy and Guidelines for identifying U.S. Army Environmental Program Requirements (EPR Report)." The EPR policy specifies projects and activities **not eligible** for environmental funding are: (1) Routine grounds maintenance such as grass mowing, tree pruning, and landscaping, and includes those activities when they occur in historic cemeteries; and (2) Repair, maintenance, and rehabilitation of historic properties (including National Register eligible and listed buildings, structures, sites, objects, landscapes, districts, and cemeteries). In cases where repair, maintenance, and rehabilitation activities are stipulated and required in NHPA Section 106 Programmatic Agreements (PAs) or ICRMPs, such activities remain ineligible for environmental funds. Appropriate funding sources for these activities include the Real Property Maintenance Account (RPMA).

Plans and studies for historic property identification, evaluation, maintenance, stabilization, repair, rehabilitation, conditions assessments, and reports **are eligible** for environmental funds when such documents are developed in accordance with professional historic preservation standards and guidelines established by the Secretary of the Interior.

B.4. Budget and Period of Performance: Applicants are encouraged to submit proposals/applications that span their entire research program, up to five years. Because the nature and scope of the proposals will vary from application to application, it is anticipated that the size and duration of each award will vary. There are no specified funding limitations identified for the proposals/applications submitted under the PAA; however, the budget should be commensurate with the nature and complexity of the proposed program, using supportable and verifiable estimates.

C. Eligibility Information

C.1. Eligible Applicants:

- a. Private/Public/State-Controlled Institutions of Higher Education
- b. Hispanic-serving Institutions
- c. Historically Black Colleges and Universities/Minority Institutions (HBCU/MI)
- d. Tribally-Controlled Colleges and Universities (TCCUs)
- e. Alaska Native and Native Hawaiian Serving Institutions
- f. Nonprofits with 501(c)(3) IRS Status (Other than Institutions of Higher Education)
- g. Small Businesses
- h. For-Profit Organizations (Other than Small Businesses)
- i. Indian/Native American Tribal Governments
- j. Indian/Native American Tribally Designated Organizations
- k. Non-domestic (non-U.S.) Entities (Foreign Organizations)
- l. Federal, State & Local Government Agencies

C.2. Cost Sharing or Matching is not required for this announcement.

C.3. Dun & Bradstreet Data Universal Numbering System (DUNS) Number and Central Contractor Registration (CCR)

a. Applicant Organization and any Subawardee/Subcontractor must have a Data Universal Numbering System (DUNS) Number. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun & Bradstreet (D&B). If an organization does not have a DUNS number, an authorized official of the organization can request one by calling 866-705-5711 or online via web registration (<http://fedgov.dnb.com/webform/displayHomePage.do>).

Organizations located outside of the United States can request and register for a DUNS number online via web registration.

b. Applicant Organization must be registered with the Central Contractor Registry (CCR) before submitting a grant application through Grants.gov or receiving an award from the federal government. The CCR validates institution information and electronically shares the secure and encrypted data with Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer. The CCR registrations have an annual expiration – please verify the status of your organization's CCR registration well in advance of the proposal/application submission deadline. An organization can register by calling the CCR Assistance Center at 866-606-8220 or 334-206-7828; or by registering online at www.ccr.gov. Collecting the information (Employer Identification Number [EIN] or Tax Identification Number [TIN]) can take 1-3 days. If you have the necessary information, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. Allow a minimum of 5 business days to complete the entire CCR registration. If your organization does not have either an EIN or TIN, allow at least 2 weeks to obtain the information from the Internal Revenue Service (IRS).

Foreign organizations must obtain a Commercial and Government Entity (CAGE) code prior to registering with the CCR. A CAGE code can be obtained by calling 269-961-7766 or online at www.dlis.dla.mil/Forms/Form_AC135.asp.

C.4. Other Eligibility Information

- a.** To protect the public interest, the federal government ensures the integrity of Federal programs by striving to conduct business only with responsible recipients. The USAMRMC uses the Federal Awardee Performance and Integrity Information System (FAPIS) to verify that a recipient is not ineligible to receive Federal awards. The FAPIS is online at <http://www.cpars.csd.disa.mil/FAPISmain.htm>.
- b.** A recipient organization must meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations. OMB Circulars can be found at www.whitehouse.gov/omb.
- c.** The Procurement Integrity Act, Title 41 United States Code 423, et seq., contains prohibitions against certain activities between offerors and Government Officials. Any questions regarding these prohibitions should be directed to the USAMRMC legal staff at 301-619-2065. Proposed military/civilian collaborations should pay particular attention to the Procurement Integrity Act.

D. Application and Submission Information

D.1. Address to Request Application Package

Applicants must download the SF424 (R&R) application forms and the SF424 (R&R) Application Guide for this PAA/Funding Opportunity Announcement (FOA) through Grants.gov/Apply.

Note: Only the forms package directly attached to a specific FOA can be used. You will not be able to use any other SF424 (R&R) forms (e.g., sample forms, forms from another FOA), although some of the "Attachment" files may be useable for more than one FOA.

Applications submitted in response to this FOA for Federal funding must be submitted electronically through Grants.gov (<http://www.grants.gov>). An Authorized Organizational Representative (AOR) must be registered with Grants.gov. In order to safeguard the security of your electronic information, Grants.gov requires an organization representative to register for a username and password. Your **CCR registration must be complete** and active before you can obtain a username and password. General information, tutorials, and checklists on the registration process are available at: http://www.grants.gov/applicants/get_registered.jsp. An organization's E-Business point of contact (POC), identified during CCR registration, must authorize someone to become an AOR. This safeguards the organization from individuals who may attempt to submit proposal/applications without permission. The AOR's username and password serve as "electronic signatures" when an application is submitted on Grants.gov.

To complete a Grants.gov profile and obtain a username and password, an AOR must first register with the Grants.gov credential provider at <https://apply07.grants.gov/apply/OrcRegister>. After you have created an account with Grants.gov, the E-Business point of contact listed on your organization's CCR registration will receive a notification stating that you have registered by email and requested assignment of user privileges. The AOR will also receive a copy of this email. The E-Business point of contact will need to login to Grants.gov at <https://apply07.grants.gov/apply/loginhome.jsp> and confirm you as an AOR.

Please note: There can be more than one AOR for your organization. However, in some organizations, a person may serve as both an E-Business POC and an AOR. When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation email. You will NOT be able to submit applications until the E-Business point of contact has completed the authorization of your Grants.gov profile.

D.2. Content and Form of Application Submission

a. Proposals/applications: Receipt of proposals/applications will be acknowledged by e-mail or postcard.

The forms identified in www.grants.gov for the USAEC PAA Funding Opportunity must be completed and included as part of the submission for a proposal/application.

b. Formatting Guidelines: Forms and information supporting the submission of a proposal/application are located at www.grants.gov.

The proposal/application must be clear and legible. Attachments must conform to the following guidelines:

1. **Type Font:** 12 point, 10 pitch (Times New Roman is strongly recommended).
2. **Type Density:** No more than 15 characters per inch (including spaces). (For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.)
3. **Spacing:** Single-spaced between lines of text, no more than five lines of type within a vertical inch.
4. **Margins:** Minimum of 0.5 on all sides.
5. **Color, Resolution and Multimedia Objects:** Proposal/applications may include color, high resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects must not exceed 15 seconds in length and a size of 10 megabytes (MB). Since some reviewers work from black and white printed copies, applicants may wish to include text in the proposal/application directing the reviewer to the electronic file for parts of the proposal/application that may be difficult to interpret when printed in black and white. Photographs and illustrations, etc. must be submitted in JPEG format only (no bitmaps or TIFF).
6. **Acronyms:** Spell out all acronyms the first time they are used. One page following the proposal/application body is allocated to spell out acronyms, abbreviations, and symbols.
7. **Language:** Complete proposal/applications and all supporting documentation must be provided in English.
8. **Print Area:** 7.5 x 10.0 inches (approximately 19.05 cm x 25.4 cm).

c. Mandatory proposal/application Forms: Each submission must include the completed package of forms identified in www.grants.gov for the Funding Opportunity W81XWH-PAA-12-1. The package includes: 1) SF 424 (R&R) Application for Federal Assistance; 2) Research & Related Budget; 3) Research & Related Project/Performance Site Location(s); 4) Research & Related Senior/Key Person Profile and, 5) Research & Related Other Project Information.

NOTE: Attachments are located under the Full Announcement tab of the funding opportunity. All Attachments that require signatures must be filled out electronically, printed, signed, scanned, and then uploaded as an Attachment to the proposal/application as a .PDF file.

1. The SF 424 (R&R), Application for Federal Assistance is required for each application. All appropriate information must be entered into this form to allow for auto-population of all subsequent forms in this application package. The form is self-explanatory, with the following exceptions:

- **Block 1 – Type of Submission.** For original submissions the “Application” box should be chosen. For substantial changes that must be made after the original

submission, the complete application package must be resubmitted with the “Changed/Corrected Application” box checked and the Grants.gov tracking number entered in Block 4 - Federal Identifier.

- **Block 2 – Date Submitted.** Enter the date the application is submitted.
- **Applicant Identifier.** Enter the submitting Institution’s Control Number, if applicable. This information can be obtained from the Institution’s Office of Sponsored Research. If there is no Institution Control Number, this field should be left blank.
- **Block 3 – Date Received by State.** Not applicable.
- **State Application Identifier.** Not applicable.
- **Block 4a – Federal Identifier Box** will be populated by Grants.gov for an original application. The Grants.gov tracking number (i.e., the Federal Identifier Number assigned to the original application) must be manually entered for Changed/Corrected applications.
- **Block 4b – Agency Routing Identifier.** Not applicable.
- **Block 5 – Applicant Information.** Enter the information for the applicant organization. The “Person to be contacted on matters involving this application” is the Contract Representative or Business Official.
- **Block 6 – Employer Identification.** Enter the Employer Identification Number (EIN) or Tax Identification Number (TIN) as assigned by the Internal Revenue Service. If applying from an organization outside the U.S., enter 44-4444444.
- **Block 7 – Type of Applicant.** Enter the information for the applicant organization.
- **Block 8 – Type of Application.** Select “New” for all submissions.
- **Block 9 – Name of Federal Agency.** Populated by Grants.gov.
- **Block 10 – Catalog of Federal Domestic Assistance Number.** Populated by Grants.gov.
- **Block 11 – Descriptive Title of Applicant’s Project.** Enter a brief descriptive title of the project.
- **Block 12 – Proposed Project.** An estimated start date must be entered. The actual start date will be determined during negotiations if the application is recommended for funding.
- **Block 13 – Congressional District Of Applicant.** If the applicant organization is outside the U.S., enter 00000.
- **Block 14 – Project Director/Principal Investigator Contact Information.** Enter information for the individual PI responsible for the overall scientific and technical direction of this application. If outside the U.S., select the appropriate country from the dropdown menu.
- **Block 15 – Estimated Project Funding.** Enter the total funds (direct + indirect/facilities and administrative costs) requested for the entire performance period of the project. These figures should match those in the Research and Related Budget Form.
- **Block 16 – Is Application Subject to Review by State Executive Order 12372 Process?** Select option “b. NO, program is not covered by E.O.12372.”
- **Block 17 – Complete Certification.** Select the “I agree” box to provide the required certifications and assurances.
- **Block 18 – SFLLL or other Explanatory Documentation.** If applicable, complete and attach Standard Form LLL to disclose lobbying activities pursuant to 31 U.S.C. 1352.
- **Block 19 – Authorized Representative.** Enter the contact information for the applicant organization’s authorized representative. The “Signature of Authorized

Representative” is not an actual signature and is automatically completed upon submission of the electronic application package.

- **Block 20 – Pre-application** box and attachment should be used to attach the pre-proposal/application file associated with this proposal/application. **Pre-proposal/application File name should be the eight digit log number assigned to the preproposal/application so the number will automatically populate to the pre-application box.**

2. Research & Related Budget –An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must accompany each application. Provide sufficient detail and budget justification so that the Government can determine the proposed costs to be allowable, allocable, and reasonable for the proposed research. ***Include a detailed budget and budget justification.*** The budget justification for the entire period of performance must be uploaded to the Research & Related Budget form after completion of the budget for Period 1. At the time of proposal/application submission to Grants.gov, the Authorized Organizational Representative is certifying to the best of his/her knowledge that all costs are current, accurate, and complete. Use the Research & Related Budget form that is available for download on the Grant Application Package page for this Funding Opportunity in Grants.gov. All costs must be entered in U.S. dollars. Recipients performing outside of the U.S. should include the cost in local currency, the rate used for converting to U.S. dollars and justification/basis for the conversion rate used. Multiple year proposal/applications are encouraged to cover the total estimated duration of the project. Incremental funds may be provided for effort performed during each Federal fiscal year.

Budget Regulations: The following must be adhered to regarding budget calculations:

- **Maximum Obligation** - For Assistance Agreements awarded pursuant to this PAA, the USAEC does not modify awards to provide additional funds for such purposes as reimbursement for unrecovered indirect/facilities and administrative costs resulting from the establishment of final negotiated rates or for increases in salaries, fringe benefits, and other costs.
- **Cost Regulations and Principles** - Costs proposed must conform to the regulations and principles:
 - **Commercial Organizations:** Federal Acquisition Regulation (FAR) Part 31 and Defense FAR Supplement Part 231, Contract Cost Principles and Procedures (<http://farsite.hill.af.mil>).
 - **Educational Institutions:** 2 Code of Federal Regulations (CFR) Part 220 Cost Principles for Educational Institutions (<http://www.gpoaccess.gov/cfr/index.html>).
 - **Nonprofit Organizations:** 2 CFR Part 230, Cost Principles for Nonprofit Organizations (<http://www.gpoaccess.gov/cfr/index.html>). Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations (<http://www.whitehouse.gov/OMB/circulars>).
 - **State, Local, and Tribal Governments:** 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (<http://www.gpoaccess.gov/cfr/index.html>).

• **Proposal preparation** - The cost of preparing proposal/applications in response to this PAA is not considered an allowable direct charge to any resultant cooperative agreement. It is, however, an allowable expense to the bid and proposal/application indirect cost specified in FAR 31.205-18, and CFR, Title 2, Parts 220 and 230.

Section A - Senior/Key Person:

- **Prefix; First, Middle and Last Name; and Suffix:** Beginning with the PI, list all senior/key persons from the applicant organization who will be involved in the proposed research project, whether or not salaries are requested. Include all investigators, research associates, etc.
- **Project Role:** Identify the role of each senior/key person listed. Describe his/her specific functions in the budget justification.
- **Base Salary:** Enter the current annual organizational base salary (based on a full-time appointment) for each individual listed for the proposed research project. Establish labor costs using current labor rates or salaries. Identify and explain in the budget justification any proposed adjustments to salary/wages.
- **Calendar, Academic, and Summer Months:** For each senior/key person including unpaid personnel, list the number of months to be devoted to the proposed research project in the appropriate box.
- **Requested Salary:** Enter the amount of salary requested for this budget period.
- **Fringe Benefits:** Enter the fringe benefits requested for each individual in accordance with organizational guidelines. Provide documentation to support the fringe benefits (e.g., the current Department of Health and Human Services [DHHS] Rate Agreement or other policy document).
- **Funds Requested:** Enter the total funds requested for each senior/key person listed for the proposed research project.

Section B - Other Personnel:

- **Number of Personnel:** For each project role category indicate the number of personnel for the proposed project, including unpaid personnel.
- **Project Role:** Identify each project role category. Within the budget justification, describe the specific functions of the personnel in each project role.
- **Calendar, Academic, and Summer Months:** For each project role category, list the number of months to be devoted to the proposed research project in the appropriate box.
- **Requested Salary:** Enter the amount of salary requested for this budget period.
- **Fringe Benefits:** Enter the fringe benefits requested for each project role category in accordance with organizational guidelines. Provide documentation to support the fringe benefits (e.g., the current DHHS Rate Agreement or other policy document).
- **Funds Requested:** Enter the total funds requested for each project role category listed for the proposed research project.

Section C – Equipment Description: Major equipment is any article of nonexpendable tangible property having a useful life of more than 1 year and an acquisition cost of \$5,000 or

more per unit (unless the applicant organization has established a lower limit). Recipients are encouraged to provide all major equipment necessary to conduct the proposed research project. If major equipment is requested, provide a detailed list showing the cost of each item. The budget justification for all major equipment must include:

- (1) Vendor Quote: Provide a copy of the successful vendor's quote. Any equipment purchase should be made in accordance with the recipient's approved purchasing system.
- (2) Historical Cost: Identify vendor, date of purchase, and whether or not cost represented the lowest bid. Include reason(s) for not soliciting current quotes.
- (3) Estimate: Include rationale for estimate and reasons for not soliciting current quotes.
- (4) Special test equipment to be fabricated for specific research purposes and its cost.
- (5) Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs, listing separately.
- (6) Existing equipment to be modified to meet specific research requirements, including modification costs. Do not include as special test equipment those items of equipment that, if purchased by the recipient with recipient funds, would be capitalized for Federal income tax purposes.
- (7) Title of equipment or other tangible property purchased with government funds may be vested in institutions of higher education or with nonprofit organizations whose primary purpose is the conduct of scientific research. Normally, the title will vest in the recipient if vesting will facilitate scientific research performed by the institution or organization for the Government.
- (8) Commercial organizations are expected to possess the necessary plant and equipment to conduct the proposed research. Equipment purchases for commercial organizations will be supported only in exceptional circumstances.

Section D - Travel: The justification supporting travel costs should list the number of trips, number of people per trip, the destinations, and the purpose for all proposed travel annually. Estimate round trip fare and per diem costs for each trip. Travel to scientific meetings requires identification of the specific meeting and purpose. The number of trips funded for scientific meetings is limited. **Travel outside the United States, including between foreign countries, requires prior approval from the Contracting Officer at least 90 days before travel.**

Section E – Participant/Trainee Support Costs: Enter the funds requested for tuition/fees; health insurance; stipends; travel; subsistence; and other costs.

Section F - Other Direct Costs

Section F.1. – Materials and Supplies (Consumables): The budget justification for supporting material and supply (consumable) costs should include a general description of expendable material and supplies for each year. For materials and supplies costing \$5,000 and over per year, provide descriptions, quantities, and unit prices. If animals are to be purchased, state the species, strain (if applicable), number to be used, cost per animal and total costs, proposed vendor, and a copy of the animal per diem cost/rate agreement. If human cell lines are to be purchased, state the source, cost, and description.

Section F.2. – Publication Costs: Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.

Section F.3. – Consultant Services: Regardless of whether funds are requested, include in the budget justification the names and organizational affiliations of all consultants, and include the daily consultant fee, travel expenses, nature of the consulting effort, and why consultants are required for the proposed research project.

Section F.4. – ADP/Computer Services: Regardless of whether funds are requested, include in the budget justification the names and organizational affiliations of all consultants, and include the daily consultant fee, travel expenses, nature of the consulting effort, and why consultants are required for the proposed research project.

Section F.5. – Subaward/Consortium/Contractual Costs: Include the total funds requested for (1) all subaward/consortium organization(s) proposed for the research project, and (2) any other contractual costs proposed for the research project. This amount should be supported in the subaward/consortium/contractual costs provided in the R & R Subaward Budget Attachment(s) Form.

All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.

Note: Supporting Information - Information such as subawards, consultant agreements, vendor quotes, and personnel work agreements may be required in order to support proposed costs or to determine the employment status of personnel under the assistance agreement. The Government's receipt of this information does not constitute approval or acceptance of any term or condition included therein. The terms and conditions of the assistance agreement take precedence over any term or condition included in supporting information.

USAMRMC is committed to supporting small businesses. Small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and woman-owned small business concerns must be given the maximum practical opportunity to participate through subawards on research proposal/applications submitted through the PAA.

Section F.6. – Equipment or Facility Rental/User Fees: List proposed equipment or facility rental/user fees. Include appropriate information (hours and rates) in the budget justification.

Section F.7. – Alterations and Renovations: Alteration and renovation (A&R) costs can be requested if the costs are essential to accomplish the objectives of the research project and are a minor portion of the overall budget. A description of the existing facility and detailed description of the requested changes, along with a cost estimate, must be included in the budget justification. Costs for the construction of facilities are not allowable.

Section F (8 – 10) – Itemize other anticipated direct costs such as communication costs and organizationally provided services. These items should be described in detail and clearly justified. Unusual or expensive items should be fully explained and justified in the budget

justification. Organizationally provided services should be supported by the organization's current cost/rate schedule. Computers and software are considered to be general office supplies and are not normally allowable direct cost charges unless the computer/software is essential and unique to the proposed research project. If a computer/software purchase is requested, include the following in the budget justification:

- Detailed description regarding why the computer/software purchase is required to complete the proposed research project.
- Statement verifying that the requested computer/software is not currently available for use by the PI.
- Verification that the requested computer/software will be purchased in accordance with applicable cost principles.

Section G – Direct Costs: Include the total direct costs (A-F).

Section H – Indirect Costs (fringe, overhead, general and administrative, and other): The indirect costs category may include Facilities and Administrative (F&A) costs, overhead, General and Administrative (G&A), and other. The most recent Federal agency approved rate(s) should be applied. If the rate(s) has been approved by other than a Federal agency, indicate the source of the approval. Provide details of the direct cost base (modified total direct costs, salary and wage, or other). Identify any costs that have been excluded from the base (in accordance with the approved rate agreement). Also indicate if the rate(s) is an on- or off-site rate(s). If more than one rate is applicable, provide a breakdown of the calculation. Provide documentation to support the indirect cost rate (e.g., the current Department of Health and Human Services [DHHS] Rate Agreement or other policy document).

If a negotiated approved rate(s) does not exist, provide sufficient detail for a proposed rate (adhering to the applicable cost principles) in the budget justification. Organizations can also visit the Department of Health and Human Services (<http://rates.psc.gov/fms/dca/negotiations.html>), the Office of Naval Research (<http://www.onr.navy.mil/Contracts-Grants/manage-grant/indirect-cost-proposal.aspx>), and the Defense Contract Audit Agency (<http://www.dcaa.mil/>) for additional information on indirect rates.

Section I – Total Direct and Indirect Costs: Include total costs for the proposed research project.

Section J – Fee: A profit or fixed fee is not allowable on cooperative agreements.

Section K – Budget Justification: Provide a clear budget justification for each item in the budget over the entire period of performance and attach as a single PDF file to Section K of the Research & Related Budget form. Organizations must provide sufficient detail and justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research effort. Attach one file that addresses each of the cost elements proposed.

The budget justification must include information for all budget periods. This file must be uploaded for budget period one before you will be allowed to access subsequent budget periods.

3. Research & Related Project/Performance Site Location(s) – Indicate the primary site where the work will be performed. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location in the data fields provided. If more than eight performance site locations are proposed, provide the requested information in a separate file and attach to this form. Please note that each additional research site requesting funds will require a subcontract budget.

4. Research & Related Senior/Key Person Profile – Include the requested information for each senior/key person proposed on the project and attach 1) a current biographical sketch (**Attachment 1** - located at www.grants.gov) and 2) current & pending support on which this person is working or proposed. The list of Current/Pending Support should be attached in PDF format and should include the title, time commitments, supporting agency, and level of funding for all existing and pending research projects involving the PI and key personnel. Provide justification for support and interest where the projects overlap or parallel.

5. Research & Related Other Project Information – This form is self-explanatory. The following information must be included as attachments to this form:

Blocks 1 - 5: This section addresses the use of human subjects, the use of animals, proprietary information, and environmental impact of the research.

Block 6 – Project Summary/Abstract (Attachment 2 - located at www.grants.gov): The abstract is vitally important to the review process. The abstract must contain the title of the proposal/application and the name of the PI. Do not include figures or tables in the abstract. Spell out all Greek or other non-English letters. Abstracts of all funded proposal/applications may be posted; therefore, proprietary or confidential information should not be included in the abstract.

The structured technical abstract should provide a clear and concise overview of the proposed work, including the background, objective, or hypothesis and its supporting rationale, significance of the proposed work to the program's goals, specific aims of the study, and the study design.

An outline is provided below for preparing the structured technical abstract.

a. Background: Provide a brief statement of the ideas and reasoning behind the proposed work.

b. Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.

c. Specific Aims: State concisely the specific aims of the study.

d. Study Design: Briefly describe the study design.

e. Relevance: Provide a brief statement explaining the potential relevance of the proposed work to the specific topic area being addressed.

Block 7 – Project Narrative (limit 25 pages) – The Project Narrative includes the statement of work and the body of the proposal/application – in that order. There is no form for this information. The attachments should be in PDF, in accordance with the formatting guidelines specified for full proposal/application preparation.

The Statement of Work (SOW) is a series of relatively short statements which should include the approach to each of the major goals or objectives of the proposed project. The statements should outline the specific tasks, systems and materials that are reasonable estimates for providing the proposed Cultural Resources Support. An outline should be included which shows the work statements to be accomplished in each year of the award. As a guide, the SOW should require approximately one page of single-spaced typing.

Body of Proposal/application - A detailed description of the Cultural Resources Support to be undertaken should be submitted. This will include background, objectives, approach, methods, and their relationship to the state of knowledge in the field and to comparable work in progress elsewhere. Evaluation of the proposed support will be influenced by the adequacy of this information. Literature references and curriculum vitae will be shown in separate addenda entries. The following general outline should be followed:

1. **Background.** Provide a brief statement of ideas and reasoning behind the approach proposed for support. Describe previous experience most pertinent to this proposal/application. List geographic areas for which support is required. Cite relevant literature references;
2. **Technical Objectives.** State concisely the question to be answered by each project objective;
3. **Project Milestones.** Identify timelines for critical events that must be accomplished in order for the project to be successful in terms of cost, schedule, and performance;
4. **Military Significance.** State precisely the estimates as to the immediate and/or long-range usefulness of this study to the Armed Forces, as distinguished from general advancement of knowledge;
5. **Public Purpose.** If appropriate, provide a concise, detailed description of how this project will benefit the general public; and
6. **Methods.** Give details about the methodology to be used. If the methodology is new or unusual, describe in sufficient detail for evaluation.

Block 8 – Bibliography & References Cited: List the references in the order they appear in the proposal/application narrative. Use a reference format, which gives the title of the citation. Do not send or attach copies of articles in print. There is no form for this information. The attachments should be in PDF, in accordance with the formatting guidelines specified for full proposal/application preparation.

Block 9 – Facilities & Other Resources: Describe the facilities available for performance of the proposed request and any additional facilities or equipment proposed for acquisition. Indicate if Government-owned facility or equipment is proposed for use. There is no form for this information. The attachments should be in PDF, in accordance with the formatting guidelines outlined for full proposal/application preparation.

Block 10 – Equipment: Include a description of existing equipment to be used for the proposed project. There is no form for this information. The attachments should be in PDF, in accordance with the formatting guidelines outlined for full proposal/application preparation.

Block 11 – Other Attachments: Include in this section all items listed below as well as any other documentation not specified elsewhere, that supports the research proposed and could influence the evaluation and selection process.

- **Acronyms and Symbol Definition** - Provide a glossary of acronyms and symbols.
- **Collaboration and Joint Sponsorship** - Provide letter(s) supporting stated collaborative efforts, even if provided at no cost, and are necessary for the project's success. Describe present or prospective joint sponsorship of any portion of the program outlined in the proposal/application. In the absence of agreements among sponsors for joint support, the proposal/application should be structured so that the research can be carried out without the resources of any other sponsor. If, however, it is desirable to request partial support from another agency, the proposed plan should be stated and the reasons documented. If the plan cannot be formulated at the time the proposal/application is submitted, information should be sent later as an addendum to the proposal/application. Prior approval from both agencies must be secured for research to be undertaken under joint sponsorship.
- **Attachment 3: Certificate of Environmental Compliance** - Information regarding environmental compliance must be provided with the proposal/application.
- **Attachment 4: Instructions for Facility Safety Plan** are located at https://mrmc.amedd.army.mil/index.cfm?pageid=researcher_resources.safety) and must be completed and included with the proposal/application.
- **Attachment 5: Representations and Certifications** - The form for contracts is located at <http://orca.bpn.gov>. ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper-based Representations and Certifications process.
- **Attachment 6: Certifications and Assurances for Assistance Agreements** - By signing and submitting a proposal/application or accepting an award, the recipient is concurring with the specified assurances and certifications, in

compliance with the DoD 3210.6-R, Department of Defense Grants and Agreements Regulations, Part 22, Appendices A and B.

- **Multimedia Objects, Photographs, Illustrations, Graphs, etc. -** Proposal/applications may include color, high resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects must not exceed 15 seconds in length and a size of 10 megabytes (MB). Since some reviewers work from black and white printed copies, applicants may wish to include text in the proposal/application directing the reviewer to the electronic file for parts of the proposal/application that may be difficult to interpret when printed in black and white. Photographs and illustrations, graphs, etc. must be submitted in Microsoft Office or JPEG format only (no bitmaps or TIFF). **If photographs of identifiable patients are provided, release forms must also be submitted with the photographs.**

d. Regulations and Forms

1. Copies of the DoD Grant and Agreement Regulation (DoDGAR) referenced in this PAA may be purchased from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. This document is also available at the following Internet site:

www.dtic.mil/whs/directives/corres/html/321006r.htm.

2. Office of Management and Budget Circulars referenced in this PAA may be obtained from:

EOP Publication Office
New Executive Office Building
725 17th Street, NW, Room 2200
Washington, DC 20503

Telephone: 202-395-7332
Website <http://www.whitehouse.gov/omb>

3. The contracting/grants activity may contact offerors whose proposal/applications are selected for funding for specific certifications and statements required by Federal statutes and regulations. Failure to include all required information and completed forms with submission of the full proposal/application could delay the award process.

4. Code of Federal Regulations can be found at www.gpoaccess.gov/cfr.

5. Department of Defense Grants and Agreements Regulations can be found at <http://www.dtic.mil/whs/directives/corres/html/321006r.htm>.

Location of Attachments 1-6: Perform a Basic Search at www.grants.gov for Funding Opportunity Number W81XWH-PAA-12-1. When you reach the main screen for the funding opportunity, attachments are located under the middle tab entitled "Full Announcement."

D.3. Submission Dates and Times: This is a continuously open announcement; proposals/applications may be submitted and will be evaluated at any time throughout the year.

D.4. Intergovernmental Review: This announcement is not subject to Executive Order (E.O.) 12372.

D.5. Funding Restrictions: Awarded Cooperative Agreements, as defined in 10 USC 2684, are subject to the terms and conditions, cost principles, and other considerations described in the USAMRAA General Terms and Conditions for Assistance Awards, DODGAR (as needed), AR 200-4, paragraph 3-5, and related regulations.

Pre-award costs are allowable as follows:

Assistance Agreements: An institution may, at its own risk and without the Government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award if such costs: 1) are necessary to conduct the project and 2) would be allowable under the award, if awarded, without the Government's prior approval. If specific expenditures would otherwise require prior approval, the awardee must obtain the Contracting/Grants Officer's approval before incurring the cost. Government prior approval is required for any costs to be incurred more than 90 days before the beginning date of the initial budget period of a new award.

The incurrence of pre-award costs in anticipation of an award imposes no obligation on the Government either to make the award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred. The Government expects the recipient/contractor to be fully aware that pre-award costs result in borrowing against future support and that such borrowing must not impair the institution's ability to accomplish the project objectives in the approved timeframe or in any way adversely affect the conduct of the project.

Maximum Obligation: Awards are not modified to provide additional funds for such purposes as reimbursement for unrecovered indirect/facilities and administrative costs resulting from the establishment of final negotiated rates or for increases in salaries, fringe benefits, and other costs.

D.6. Other Submission Requirements: None

E. Application Review Information

E.1. Criteria: The criteria described below are listed in descending order of importance and will be considered during the review process.

E.2. Review and Selection Process: Proposals are reviewed by USAEC for technical merit and program relevance using the factors listed below (in descending order of importance).

a. General Evaluation Factors:

1. Support Objective - Does the proposal demonstrate a clear understanding of the support required and of the Army's relevant policies and procedures?
2. Procedures - Are the plans, methods, techniques and procedures feasible, clear, valid, and adequately referenced?
3. Qualifications - Are the qualifications, capabilities, and experience of the key personnel sufficient to achieve the proposed objectives?
4. Facilities - Are the proposed facilities and equipment, or unique combinations of these, adequate for the proposed objectives?
5. Budget - Does the budget appear fair and reasonable?

b. Specific Evaluation Factors pertaining to the Four (4) Areas of Interest:

1. Curation Support for Army Archeological Collections

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Curation cost per cubic foot; also list what is included with curation support (e.g., cataloging, database, access, etc.);
- Cost per cubic foot to rehabilitate collections that are not packaged to museum standards;
- Cost to conserve specific artifact types, including different types of organic materials and metals;
- The facility's past experience with curation and the types and quantity of collections currently being curated;
- Facility staffing and staff qualifications;
- Federal collections, including military collections, curated by the facility;
- Amount of space available for artifact curation;
- Geographic areas from which collections are accepted.

2. Development of Army ICRMPs and Historic Properties Components to the ICRMP under the Army Alternate Procedure

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Staff available for development of an ICRMP or HPC (Archeologist, Historian, Architectural Historian, Preservation Planner, GIS Developer, technicians, etc.);
- Corporate and staff experience with developing cultural resources management plans;
- Experience with federal cultural resources laws, regulations, requirements, and practices;
- Previous experience on federal, DoD, and Army facilities and installations;
- GIS capabilities;
- States or regions of capability, based on past experience and staff expertise.

3. Technical Support to Army for Cultural Resources Management Needs

Proposals must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Specialists available for completion of the above projects (Archeologist, Historian, Ethnohistorian, Ethnologist, Architectural Historian, Preservation Planner, GIS Developer, technicians, etc.);
- How each type of project would be staffed;
- GIS capabilities;
- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed liaison(s);
- States or regions of capability, based on experience and staff expertise.

4. Native American Consultation Support

Proposal must list:

- Labor rates and associated indirect costs (fringe, overhead, general and administrative) for proposed personnel to meet support requirements;
- Specialists available for Native American consultation assistance, including academic credentials, experience in tribal consultation, and training, or traditional cultural expertise or practitioners;
- How a consultation would be conducted;
- Types of Native American consultation procedures the organization has carried out. The organization's experience with Native American issues;
- If a federally recognized tribe, for what other tribes or what region(s) would you offer consultation assistance to the Army.

c. Selection Process:

Proposals may be submitted at any time. The Army will review and evaluate proposals, as they are received, and may award a cooperative agreement to those that are technically acceptable and whose budgets are deemed to be fair and reasonable in accordance with the applicable OMB Circulars.

Awards depend upon the availability of funds and the program requirements and priorities that exist at the time of award. Funding priorities may change as Cultural Resource Program tasks are addressed and evaluated individually or as a group and as new mission assignments arise. The Government reserves the right to make an award to an offeror whose proposal offers the best value to the Government.

E.3. Recipient Qualifications: In addition to other information provided herein, by submitting a proposal/application and accepting an award, the recipient organization is certifying that the proposed individuals are qualified to conduct the proposed study. This includes all individuals, regardless of ethnicity, nationality, or citizenship status, who are employed by, or affiliated with, an eligible organization.

Awards are made only to organizations, not individuals.

F. Award Administration Information

F.1. Award Notices: The applicant should receive a decision letter or e-mail regarding the proposal/application within 60 - 90 days of submission. The Government should forward an award for a selected proposal/application within 180 days after submission of a complete proposal/application package.

F.2. Administrative and National Policy Requirements:

a. Information Release: Award recipients are required to agree to the release of information pertaining to cultural resource support implemented by the award instrument. The statement below shall be included in all such releases.

“This work was supported by the U.S. Army Environmental Command under Award No. W81XWH-XX-X-XXXX. Opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the U.S. Army.”

“Information” includes, but is not limited to, news releases; articles; manuscripts; brochures; advertisements; still and motion pictures; speeches; trade association meetings; and symposia.

Failure to include this statement on all information releases can result in loss of funding.

b. Freedom of Information Act Requests: The Freedom of Information Act (FOIA) (5 USC 552) provides a statutory basis for public access to official Government records. “Records” are defined to include documentation received by the government in connection with the transaction of public business. Records must be made available to any person requesting them unless the records fall under one of nine exceptions to the Act (www.usdoj.gov/oip/index.html).

When a FOIA request asks for information contained in a successful proposal/application that has been incorporated into an award document, the submitter will be contacted and given an opportunity to object to the release of all or part of the information that was incorporated. A valid legal basis must accompany each objection to release. Each objection will be evaluated by USAMRMC in making its final determination concerning which information is or is not releasable. If information requested is releasable, the submitter will be given notice of USAMRMC's intent to release and will be provided a reasonable opportunity to assert available action. ARPA and NHPA exclude release of information about sacred sites and archeological site locations from Freedom of Information Act disclosure. Executive Order 13007, “Indian Sacred Sites” requires that where appropriate, agencies shall maintain the confidentiality of sacred sites.

c. Funding: Funding may be provided incrementally during the life of the award. Under cost-reimbursement type awards, payments are made in response to monthly vouchers or invoices submitted by the awardee.

d. Conflict of Interest: There are certain post-employment restrictions on former federal officers and employees as defined in Section 207 of Title 18 United States Code and Federal Acquisition Regulation (FAR), Part 3.104-4(c). If a submitter believes a post-employment

restriction or conflict of interest exists, the situation should be discussed with the USAMRMC legal staff (telephone 301-619-2065) prior to expending time and effort in preparation of a proposal/application.

e. Disclosure of Information Outside the Government: Proposal/applications will only be disclosed outside of the Government for the sole purpose of technical evaluation. The USAMRMC obtains a written agreement from the evaluators that information in the proposal/application will only be used for evaluation purposes and will not be further disclosed. Proposal/applications for funded projects will be subject to public release under the Freedom of Information Act to the extent that they are incorporated into an award document; proposal/applications that are not selected for funding will not be subject to public release.

f. Government Obligation: Only a warranted Contracting/Grants Officer may obligate the Government to the expenditure of funds for awards under this PAA. The Government does not fund preparation of proposal/applications or support research that is inferred from discussions with technical project officers.

g. Information Service: Submitters may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161 telephone: 703-605-6000 (www.ntis.gov) to acquire information of existing research to avoid duplication of scientific and engineering effort.

h. 2 CFR Part 170 - Requirements for Federal Funding Accountability and Transparency Act Implementation - Appendix A to Part 170--Award Term:

I. Reporting Subawards and Executive Compensation

A. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2011, the obligation must be reported by no later than December 31, 2011.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal

year, if -

- i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
- i. As part of your registration profile at <http://www.ccr.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--
 - i. in the subrecipient's preceding fiscal year, the subrecipient received--
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any

required compensation information of the subrecipient by November 30 of that year.

D. Exemptions. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---- .210 of the attachment to OMB Circular A-133, ``Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation, which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g.,

severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

i. 2 CFR Part 25 - Financial Assistance Use of Universal Identifier and Central Contractor Registration - Appendix A to Part 25--Award Term):

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers. If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions. For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed

to carry out the project or program (for further explanation, see Sec. ----.210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- 5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

F.3. Reporting: Reports are necessary for continuation of the research efforts and funding. Each award instrument will state the necessary reports that are due to the government. Reporting requirements may include the following:

- a. Periodic reports that outline the accomplishments and progress for that period.
- b. Quarterly Standard Form Report, SF425, Federal Financial Report, used for cooperative agreements that track the expenditure of funds on the project.
- c. Annual reports that consist of detailed summaries of cultural resource issues and accomplishments during the project.
- d. Final report that details the findings and issues of the completed project.

G. Agency Contact

Questions concerning the preparation of proposal/applications can be emailed to (USAMRAA.GOLD@amedd.army.mil), ATTN: W81XWH-PAA-12-1 at USAMRAA or by contacting Sandra Rosario at sandra.mary.rosario@us.army.mil or Don Wheatley at don.wheatley@us.army.mil.

Mail: U.S. Army Medical Research Acquisition Activity
ATTN: W81XWH-PAA-12-1
820 Chandler Street
Fort Detrick, MD 21702-5014

Issues in submitting applications through the Grants.gov portal should be directed to the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov. The Contact Center hours of operation are Monday-Friday, 7 AM to 9 PM Eastern Standard Time.

H. Other Information

Common Problems and Proposal/application Submission Guide:

- a.** Failure to sign up for updates on any modification made to the initial Announcement.
- b.** Attachments are uploaded into the incorrect form on Grants.gov forms. See chart on next page.
- c.** Files are attached in the wrong location on Grants.gov forms.
- d.** Failure to contact the Grants.gov helpdesk.
- e.** Failure to send attachments.
- f.** Inability to locate Attachments. (Perform a Basic Search at www.grants.gov for Funding Opportunity Number W81XWH-PAA-12-1. When you reach the main screen for the funding opportunity, attachments are located under the middle tab entitled “Full Announcement.”)
- g.** The chart on the next page details the forms that should be submitted and their accompanying attachments:

Form	Attachment	Action
SF-424 (R&R) Application for Federal Assistance Form		Enter the appropriate information in data fields
Research & Related Budget Form	Budget Justification for entire performance period	Attach to Section K in budget period one
Research & Related Project/Performance Site Location(s) Form		Enter the appropriate information in data fields
Research & Related Senior/Key person Profile Form	Attachment 1 Key Personnel Biographical Sketches	Attach to Biographical Sketch field for each senior/key person
	Key Personnel Current/Pending Support	Attach to Current & Pending Support field for each senior/key person
Research & Related Other Project Information	Attachment 2 Proposal/application Abstract	Attach to Block 6 Project Summary/Abstract
	Project Narrative and Body of Proposal/application in PDF format	Attach to Block 7 Project Narrative
	Attachment 3 Certificate of Environmental Compliance	Attach to Block 11 Other Attachments
	Attachment 4 All applicable Facility Safety Plan documents	Attach to Block 11 Other Attachments
	Attachment 5 Representations for Assistance Agreements	Attach to Block 11 Other Attachments
	Attachment 6 Certifications and Assurances for Assistance Agreements	Attach to Block 11 Other Attachments
R&R Subaward Budget Attachment(s) Form (if applicable)	Individual subaward budgets	Attach a separate budget with justification for each subaward